

**Administrative Officer  
GS-0341-09**

**Standard Job #341-09**

**A. Introduction**

As Administrative Officer for the assigned location or clustered locations, the incumbent provides leadership in the management of business functions in support of research programs at the location. The incumbent works closely with the location's management team to efficiently and effectively carry out all administrative operations. Such functions include management advisory services, budget, human resources, agreements, purchasing and contracting, safety, and facilities.

**B. Major Duties**

Performs a variety of administrative duties in support of office functions.

Serves as a contact for all administrative matters.

Responsible for the full range of business functions as identified below (identify percentages of time spent on each).

**Management Advisory Services \_\_\_\_\_ %**

Provides technical guidance and assistance to employees and management on the full range of administrative functions necessary to the efficient and economical operation of the location.

Prepares administrative policy statements, standard operating procedures, and other guidance. Reviews current procedures for internal processing of administrative work, and recommends improvements to work flow and efficiency of operations.

**Budget, Finance, and Accounting \_\_\_\_\_ %**

Serves as the primary advisor and technical resource to officials on accounting and financial management matters. Manages all phases of budget formulation, execution, and administration to include: monitoring and reallocating funds; monitoring salary lapse and recommending uses for these monies; preparing reports; directing or conducting studies; recommending approval or disapproval of allotments and commitments; monitoring spending rates and trends; anticipating planned or future program needs and major obligations or changes; and examining, analyzing, and interpreting accounting data, records, and reports.

Manages and leads the planning and execution of the Annual Resource Management Plan (ARMP) for the location.

Recommends financial accountability controls and operational procedures for ARS systems (FFIS and CATS).

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**Human Resources \_\_\_\_\_%**

Serves as the primary liaison with the Headquarters Human Resources Division staff, ARS Office of Outreach, Diversity, and Equal Opportunity, Area Civil Rights Manager, and Area ethics advisor. Recognizes problems in these areas and brings them to the attention of appropriate ARS staff for action.

Advises management officials regarding procedures, laws, regulations, and policies dealing with workforce diversity, recruitment, merit promotion, employee and labor relations, career development, training, and other human resources related activities.

Keeps employees informed of human resources rules, policies, regulations, and procedures. Reviews requests for personnel actions and provides advice and recommendations to management officials on propriety, relative need, and special problems which may be encountered in processing such requests.

Implements and oversees the Employee Orientation Program assuring that necessary information is provided to new employees and assuring that appropriate content changes are made. As part of this activity, assures that employee ID cards and Personnel Identity Verifications are completed and issued consistent with agency guidelines.

Assures that the delegated authority to make appointments under the Student Temporary Employment Program (STEP) and Limited Authority (LA) are appropriately administered, where applicable.

Initiates the visa process in instances where non-citizens have been selected for Location positions and assures that the appropriate visa clearance has been received before an entrance on duty date is finalized.

**Agreements \_\_\_\_\_%**

Advises management officials on the regulatory requirements for the development and control of all extramural agreements.

Performs cost determinations for use in negotiation of such items as overhead charges, use of facilities, personnel to be furnished, and means of compensation. Conducts administrative review of agreement statements of work and budgets, and approves all actions prior to submission to the Area Office.

Provides assistance and guidance to the Authorized Departmental Officers' Designated Representative (ADODR) in the extramural agreements process. Assists with automated data entry requirements.

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Serves as Authorized Departmental Officer (ADO) with signature authority for research support and standard cooperative agreements. Oversees agreements to ensure financial plans are established and billings are prepared. Assures financial and technical performance reports and agreements are closed out.

**Purchasing, Contracting, and Personal /Property Management \_\_\_\_\_%**

Advises management officials and staff regarding procurement and contracting regulations, procedures, alternatives, and availability of funds. Anticipates long and short term needs and plans accordingly in order to procure supplies and services timely and within budget. Participates in long-range planning to ensure research requirements are adequately met while minimizing acquisition costs.

Develops preliminary contract specifications ensuring adequate documentation, statement of work approvals, clearances, justification, and funds before forwarding to management. Coordinates requests with management officials and the Area Contracting Officer.

Manages the procurement program for contracting with small businesses; service-disabled veteran-owned small businesses; woman-owned small businesses; 8(a); small disadvantaged businesses; and HUBZone businesses. Assures personnel are aware of and use required sources of supply.

Reviews acquisition files and corresponding support documentation to assure compliance with set-asides; competition requirements; procurement regulations and policy; and, appropriate file retention, disposal, and accounting of real and personal property and financial assets. Serves as location property management officer and assures completion of bi-annual personal property and vehicle reconciliation reports. Rectifies problems and assures documentation is submitted timely.

**Safety \_\_\_\_\_%**

Manages and coordinates the occupational safety and health programs. Promotes sound safety and health management, implements agency policies and regulations, monitors accident and injury reporting, and assures compliance with regulations. Coordinates the inspection of facilities to evaluate compliance with safety and health policies. Makes recommendations to develop plans and establish location goals and objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment. Recommends appropriate actions for compliance with ARS policies and standards. Assists in compiling reports, inventories, and statistics. Provides information regarding safety, health, and environmental standards and program elements to employees and management officials.

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Ensures all accidents, injuries, illnesses, and environmental releases are properly reported; appropriate forms are prepared; and investigations are performed to identify causes and determine corrective actions. Verifies corrective actions have been taken.

**Facilities and Real Property Asset Management \_\_\_\_\_ %**

Oversees the implementation of facility and real property management and general services functions. Coordinates and oversees the following; capital improvements, land purchase, repair and maintenance program, energy retrofit program, real property inventory, real property asset management and costs, space planning and utilization, and telecommunications services and repair.

Directs or participates in the development of a long-range (i.e., 5 year) facilities management capital plan for all projects over \$25,000 and monitors specific plans for the maintenance and efficient use of facilities and equipment.

Implements guidance on capturing Operations and Maintenance (O&M) costs. Develops a methodology for distributing O&M costs to the appropriate building/structure. Develops a ARMPs package specifically for O&M costs.

Recommends alternatives to improve space utilization. Considers effective means to dispose of assets when unused.

Coordinates and advises on construction projects and acts as liaison between end user, contracting officer, contracting officer representative (COR), area engineer, and Headquarters personnel. May serve as the COR.

Directs and oversees the facilities' condition evaluation to determine major capital improvements and repair or maintenance requirements; prepares and justifies budget requests; conducts cost analyses for in-house vs. contracting out the work; decides the most effective manner of meeting program requirements; and works with the Area Office and Facilities Division to implement the real property requirements.

Assures that the automated system data accurately reflects the location's real property assets and meets all requirements.

**Supervisory Responsibilities \_\_\_\_\_ %**

Supervises the following positions, technically and administratively (identify positions by title, series, and grade:

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Provides technical and administrative supervision. Makes and approves selections for positions and recommends selections for subordinate supervisory jobs; assigns and reviews work; approves and disapproves leave; evaluates performance; identifies training requirements and arranges for training. Assures equal opportunity is extended to all employees and candidates for employment without regard to race, color, religion, sex, national origin, age, or non disqualifying handicapping conditions. Assures affirmative implementation of Equal Employment Opportunity plans of action and applicable Civil Rights provisions which includes full consideration of eligible minority group members and women in filling vacant positions; providing career counseling and orientation; enhancing career opportunities through training and development, job redesign, and/or similar techniques; and assuring full consideration of these employees in recommending promotions, awards and other forms of recognition.

**C. Evaluation Factors**

**1. Knowledge Required by the Position (FLD 1-6: 950 points)**

Analytical and evaluative skill to conduct qualitative and quantitative assessments and develop and evaluate programs and processes.

Knowledge of the mission, goals, objectives and location and area management philosophy to integrate administrative management systems with organizational and functional needs of the organization.

Knowledge of the rules, regulations, methods, procedures and practices in a wide variety of administrative management areas (i.e., budget, finance, contracting and procurement, , facilities, personal property, human resources management, and extramural agreements) and ability to apply these guides to a variety of situations

Skill in using sound judgment to evaluate goals, plans, projects, and policies and determine the impact on location programs.

Communication skills in order to maintain effective relations with location personnel, Area staff, Headquarters personnel, immediate staff, cooperators, contractors, and other groups.

Ability to train, mentor, and direct the work of a staff.

Ability to lead and accomplish work through others (includes conflict management, cultural awareness, team building, integrity and honesty.

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Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations. Includes oral and written communication, influencing/negotiating, partnering, interpersonal skills, and political savvy.

**2. Supervisory Controls (FLD 2-3: 275 points)**

The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail

**3. Guidelines (FLD 3-3: 275points)**

Guidelines are available such as a wide variety of administrative regulations and procedural guides. The guides are not always directly applicable to the problem, although in some cases, previous records are available for reference.

The employee uses judgment in researching, interpreting, and adapting the guidelines to specific problems, determining the relationship between guidelines and the effect on other organizational programs. The employee analyzes results and recommends changes

**4. Complexity (FLD 4-3: 150 points)**

The work involves conducting a variety of established administrative-related duties.

The incumbent provides limited management advisory services in the areas of budget, human resources, purchasing and contracting, facilities, property, safety and health, etc.

Findings and recommendations are based upon analysis of established procedures such as monitoring the expenditure of funds, preparing a variety of reports, recommending the adoption of procedures, reviewing and recommending personnel actions, developing preliminary contract specifications, managing and coordinating a safety and health program, and overseeing the implementation of a facility and property management program.

**5. Scope and Effect (FLD 5-3: 150 points)**

The work involves providing management advisory services in conformance with established criteria to resolve conventional administrative problems.

The work contributes to the efficient and effective administrative program operation and the recommendations are a basis for management decisions affecting the location.

**6. Personal Contacts**

**7. Purpose of Contacts (FLD 2-c: 145 points)**

Work requires coordination with outside activities and offices, other government agencies, staff elements at higher echelons, and possibly contractors.

Purpose of contacts is not only to gather specific information regarding programs, but also to settle conflicts and resolve problems.

**8. Physical Demands (FLD 8-1: 5 points)**

The work is primarily sedentary, although there may be some walking, standing, bending, and carrying of light items, such as papers, books, or small parts, or driving an automobile.

**9. Work Environment (FLD 9-1: 5 points)**

Work is typically performed in an adequately lighted and climate controlled office. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, labs, or commercial vehicles. Work requires the observance of fire regulations and safe work practices.

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**D. Other Considerations (Check if Applicable)**

- ☐ Supervisory Responsibilities
- ☐ Training Activities – Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicator's License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: \_\_\_\_\_

**Total points = 1,955**

**Grade Conversion = GS-9 (1,855-2,100 points)**

**6/1/07**